

BUSINESS REVENUE & EXPENSES

NOTE: For home office and vehicle expenses, please complete separate sheets.

Business Name:

Type of Business: (main product or service)

I am registered for HST Yes No

Internet Business Activities

Number of websites earning income:

Website names:

Percentage of your gross income generated from website:

	Including HST	HST	Excluding HST
Revenue:	\$ _____	- <small>Total HST Collected</small>	-

	Including HST	HST	Excluding HST
Cost of Goods Sold			
Opening Inventory (at cost)	\$ _____		-
Purchases	_____	-	-
Direct wage costs	_____		-
Subcontracts	_____	-	-
Other Costs	_____	-	-
Ending Inventory	_____		-
Total Cost of Goods Sold:	_____ -	\$ -	_____ -

	Including HST	HST	Excluding HST
Expenses			
Advertising	\$ _____		-
Meals and entertainment <input type="text"/> x 50% =	-		-
Bad Debts	_____		-
Insurance (business)	_____		-
Interest and bank charges (on business accounts)	_____		-
Business tax, fees, licences, dues, memberships, and subscriptions	_____	-	-
Office Expenses	_____		-
Supplies	_____		-
Professional fees (legal, accounting, etc.)	_____		-
Management and administration fees	_____		-
Rent (other than home office)	_____		-
Repairs & Maintenance (other than home office, eg.equipment repairs)	_____		-
Salaries, wages, and benefits (including employer's contribution)	_____		-
Property taxes (other than home office)	_____		-
Travel costs relating to business (accomodations,etc.)	_____		-
Utilities (light, heat, water) (other than home office)	_____		-
Telephone and other utilities (other than home office)	_____		-
Delivery, freight and express	_____		-
Motor Vehicle expenses (complete Vehicle Expenses tab)	complete vehicle tab		complete vehicle tab
Other expenses (specify)	_____		-
Total:	\$ _____ -	\$ - <small>Total HST Paid</small>	_____ -

Capital Additions (eg.Equipment, Furniture)			
<input type="text"/>			-
<input type="text"/>			-
Total capital additions:	\$ _____ -	\$ - <small>Total HST Paid</small>	_____ -